

# Task Prioritization Checklist

List your tasks, one per line.

Task List

Prioritization Criteria

Urgency  Importance  Deadline  Impact  Effort Required

Additional notes or comments:

Notes

Checklist

	Task	Priority	Due Date	Notes
<input type="checkbox"/>	Task	Select ▾	YYYY-MM-DD	Notes
<input type="checkbox"/>	Task	Select ▾	YYYY-MM-DD	Notes
<input type="checkbox"/>	Task	Select ▾	YYYY-MM-DD	Notes